

William S. Middleton Memorial Veterans Hospital
IACUC Policy #15-13

Meeting Dates

Policy: The VA IACUC meets on six dates every year. The dates and the deadlines for submission are generally determined at the end of the previous calendar year. Having fixed meeting dates that can be published in advance and will allow investigators to better plan for any protocol submissions they wish to make. If there are no items to discuss at a meeting, the meeting can be cancelled.

In addition, submissions deadlines are set approximately 4 weeks prior to each scheduled meeting. New protocols or changes of protocol received after those submission deadlines will be deferred to the next scheduled IACUC meeting. This submission deadline policy will permit time for pre-review of the protocol and for the investigator to make changes in response to comments or questions noted during the pre-review. It will also facilitate more timely distribution of agenda materials to committee members prior to the meetings.

Meetings will be held bimonthly. Exact meeting dates and submission dates will be posted at the Animal Research Facility, in the Research Office, on the Research Office website and will be emailed to VA animal users and PIs at the beginning of the calendar year and a reminder email will be sent out one month before the next meeting deadline.

Additional meetings may be convened as needed. As determined by the Chair and Committee, protocols may be reviewed via Designated Member Review between meeting dates. The Designated Review process is discussed further in Policy 20.

Questions: Any questions on this policy should be directed to the A.O., Marvin Rupp (280-7222).

Effective date: The concept of this policy was approved at the IACUC meeting on 11/27/01, then reviewed at the 7/11/05, 9/08/2008, 7/13/2009 9/13/2010, 5/02/2011, 7/11/12, 9/11/13 IACUC meetings.